

# CUBBINGTON PARISH COUNCIL

**Clerk to the Council: Phone 07877 559825**  
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**[www.cubbingtonparishcouncil.gov.uk](http://www.cubbingtonparishcouncil.gov.uk)**

20<sup>th</sup> May 2026

Dear Councillor

You are hereby summoned to attend the meeting of Cubbington Parish Council being held on **28<sup>th</sup> May 2026 at 7:10pm**, meeting to be held at the Village Hall. If you are unable to attend, please forward your apologies to the Clerk.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 6 below. The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

J Chatterton

*Jane Chatterton CiLCA PSLCC PIALC*  
*Proper Officer - Clerk & RFO to the Parish Council*

*Members of the public and press are welcome to attend*

- 1. Apologies:** To receive apologies and approve reasons for absence
- 2. Declarations of Interest:**
  - (a) Councillors are reminded of the need to keep their Register of Interests form up to date
  - (b) To declare any Disclosable Pecuniary Interests in agenda items and their nature
  - (c) To declare any Other Disclosable Interest in items on the agenda and their nature
  - (d) Written requests for the council to grant a dispensation (s33 of the Localism Act 2011) are to be lodged with the clerk in advance of the meeting
- 3. Minutes of previous meeting:**  
**Recommendation:** To approve minutes of the Parish Council Meeting held on 26<sup>th</sup> March 2026
- 4. Matters Arising not listed on the agenda**
- 5. Public participation:** To adjourn to allow public participation.  
Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council. Please keep to two minutes or less to make your point. If you wish items to be on the agenda you may raise them with a Councillor or the Clerk at least a week before each meeting, or for the next agenda during Public Participation.
- 6. Correspondence**  
**Recommendation:** receive any correspondence
- 7. Chairman's Report**  
**Recommendation:** receive and note the Chairman's Report
- 8. Councillors Reports in brief**  
**Recommendation:** Receive/note updates from:
  - Cliff Cleaver Pavilion
  - Community Services
  - Youth Club
- 9. Task Groups**  
**Recommendation:** feedback from task groups (reports to be circulated prior to the meeting)
- 10. District and County Councillor Reports for information**  
**Recommendation:** Receive reports from: WDC and WCC Councillors

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## 11. Highways

**Recommendation:** review all outstanding highways issues

## 12. Police

**Recommendation:** Receive any updates

## 13. Finance

### 13.1 payments PAID since the last meeting:-

#### 2025-26 – EXPENDITURE

DATE	REF	DETAILS	AMOUNT
26.03.26	E224	NS Booth Invoice CUBB01	£1,920.00*
26.03.26	E225	Metcalfe Timber Invoice 947101 fence	£2,178.00*
26.03.26	E226	Mr Willoughby Inv 00091	£112.00
26.03.26	E227	SSE Bus Shelter DD	£64.54
30.03.26	E228	Unity Service Charge	£7.00

#### 2026-27 – EXPENDITURE

DATE	REF	DETAILS	AMOUNT
16.04.26	E1	Tom White Waste Invoice IAC213021	£39.89*
16.04.26	E2	DS Wagstaff Invoice 5461	£870.00
16.04.26	E3	J Chatterton Clerk Salary April	DPA
16.04.26	E4	HMRC Tax & NI Clerk	DPA
16.04.26	E5	WCC Clerk Pension Employer & Employee	DPA
16.04.26	E6	I Hodges - Rec Ground Toilet repairs	£59.60
16.04.26	E7	J Chatterton SLCC Membership Partial	£120.00
16.04.26	E8	Lisa Montgomery Gate Keeper fee	£200.00
16.04.26	E9	E McCarthy Youth Club Expenses	£176.50
27.04.26	E10	WALC Annual Membership	£1,081.00*
27.04.26	E11	J Chatterton Compost Planters Reimbursement	£105.00*
27.04.26	E12	J Chatterton Office Costs reimbursements	£69.99*
27.04.26	E13	Zurich Parish Council Insurance	£2,967.30
27.04.26	E14	SSE	£71.45
27.04.26	E15	Unity Bank Charges April	£7.00
11.05.26	E16	Elegant Bespoke Living Pavilion External Doors	£1,278.00*
11.05.26	E17	DS Wagstaff Invoice 5486 April Mowing	£870.00
11.05.26	E18	J Chatterton Wordpress Reimbursement	£19.20*
11.05.26	E19	Tom White Pavilion Waste Disposal IAC215702	£42.48*
11.05.26	E20	Earth Anchors Noticeboard Inv EA43250	£1,564.80*
11.05.26	E21	Gary Willoughby Invoice 00092	£112.00
11.05.26	E22	J Chatterton Clerk Salary May	DPA
11.05.26	E23	WCC Clerk Pension Employer & Employee	DPA
11.05.26	E24	HMRC Tax & NI Clerk	DPA
11.05.26	E25	Mrs L Best Internal Audit Fee	£365.00
11.05.26	E26	John Franks Sensory Garden and Ditch clearance	£467.08
11.05.26	E27	Mr I Hodges - Recreation Ground fencing	£841.00
18.05.26	E28	E McCarthy - Youth Club Reimbursement FROM GRANT L&D	£286.50
18.05.26	E29	J Chatterton Office Costs reimbursements	£69.99*
18.05.26	E30	J Chatterton Reimbursement YC stationery	£45.98*
18.05.26	E31	B&PS Invoice 1/2756994	£24.47*
19.05.26	E32	Parish Online Website	£624.00*

\*inc VAT

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## **13.2 Bank Reconciliation 31<sup>st</sup> March 2026**

**Recommendation:** receive and approve

## **13.3 Quarterly Report 31<sup>st</sup> March 2026**

**Recommendation:** receive and approve

## **14. Audit Process – Annual Governance and Accountability Return 2025-26**

**Recommendation:** complete documentation

## **15. UVE Planning Support**

**Recommendation:** receive an update

## **16. Planning Matters**

**Recommendation:** Discuss any planning matters

## **17. HS2 Update**

**Recommendation:** Receive an update

## **18. Councillor's reports and items for future Agenda:**

Councillors are requested to use this opportunity to report minor matters of information (this is for matters which come up after the agenda is published) or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

## **19. Date of the Next Meeting**

To confirm the date of the next meeting as **Thursday 25<sup>th</sup> June 2026**